Newsletter Communication Impact Checklist

Content Clarity

- [ ] Headline is clear and concise
- [ ] Message is easy to understand
- [ ] Key points are highlighted

Audience Relevance

- [ ] Content is relevant to the audience
- [ ] Language is appropriate for readers
- [ ] Includes call-to-action (if needed)

Formatting & Structure

- [ ] Sections are well organized
- [ ] Paragraphs are short and focused
- [ ] Visual hierarchy is clear (headings, lists)

Review & Feedback

- [ ] Proofread for errors
- [ ] Tested links and references
- [ ] Reviewed by another person

Notes